

EXTRA

TRANSITION

What's Included in this *Extra...*

Spotlight on Conversion, Important Dates You NEED to Know, How to Perform a Change Order for Converted Orders, How to Access Workflow for Converted Requisitions



Let's Talk What's Converting (and Not)

Check out the playback of the **September** Buyer User Group (BUG) meeting. It was all about what's converting (& not), as well as other great information on eVA's transition!

[BUG Meeting Playback](#)

[BUG Meeting PowerPoint](#)

Also check out the [Conversion Roadmap](#) for additional details about how specific transactions and data elements are impacted by the conversion.

Important Dates

October 1

User/Data Management Pause reference data updates.
(Addresses, Accounting, Workflow, Users, etc.)

October 13

For **Sourcing & Contracting** solicitations, Suppliers can submit electronic responses until 5pm on October 13.

Finalize all Quick Quotes

*QQ will have full access, with responses, right up until 5pm

October 26. If you are still in evaluation stage October 26, you will lose that information once cutover begins.

Finalize all contract record updates

Contract records (MAs) not finalized will not be converted to the new platform. Please submit to finalize all contract records. Any new contracts (including SS/EMG) or updates to existing contracts that occur after October 13 (5pm) must be documented and manually entered into the new platform.

Supplier Account Maintenance temporarily paused.

October 24

Supplier registration temporarily paused.



October 26

Conversion/Cutover **begins at 5pm** and eVA will be down.

November 1

eVA is live again!

Would you like to download a copy of this information? Access it [HERE!](#)



How to Perform Change Orders for Converted Orders

If you have orders converting into the new platform, you may be asking yourself how will you perform a change order for those purchases.

Easy! You'll follow the same steps for creating a change order for converted orders as you will for new orders you create in the new platform.

[Check out the step-by-step guide now!](#)

*Jump to section *D. Create a Change Order*

Access additional training guides from the Buyer Transition Training page [Supporting Documents!](#)



How to Access the Workflow for Converted Requisitions in Ordered Status

The workflow for requisitions in Ordered status are not converting, but that doesn't mean you don't still have access to this historical information!

Run report 203 in the *Report and Resource Center* and you can see the approval rule/role, the user/person who performed the approval and more!

Visit the [eVA Transition Newsroom](#) for the latest on eVA's move to a NEW platform



DPS | Division of Purchases & Supply

eVA.virginia.gov
evacustomer@dgsgov.com
866-298-7367

